



Lake County Superior Court

Lakeport Court

255 N. Forbes St.
Lakeport CA 95453

Clearlake Branch

7000A S. Center Dr.
Clearlake CA 95422

Lake County Superior Court is seeking resumes/CV's from attorneys interested in contracting with the court to provide legal information to self-represented litigants in family law matters. Submit your resume/CV by December 15, 2017 to Michaela Noland at:

Michaela.noland@lake.courts.ca.gov.
(707) 263-2374, x2263

Services Description:

At the direction of the Court Executive Officer the contractor will provide attorney services in support of the Court's Self-Help Program, which will include at a minimum, Family Law Facilitator services as required under Family Code section 10000, et. seq., as well as provide legal services to self-represented litigants(SRL) in a variety of civil case types. The Self-Help Program shall comply with California Rule of Court 10.960, Appendix C and the Guidelines for the Operation of Self-Help Centers in California Trial Courts established by the Administrative Office of the Courts.

The Court will provide office space and utilities, some computer equipment, some legal publications and reference materials, and copy machine. Contractor will be responsible for all other expenses necessary to complete the duties outlined in the Scope of Work section below, including any specialized computer software, liability and workers compensation insurance premiums, and any and all costs associated with any staff hired by the contractor.

The Court intends to select the contractor in late December 2017 or early January 2018, with work to begin as soon as possible following the selection. The Court intends the contract to run from approximately January 2018 through June 2019. The Court has budgeted \$92,000 for January 15, 2018- June 30, 2019 for the attorney services mentioned. It is expected that the services will be provided approximately 16-20 hours per week.

Scope of Work:

AB1058 Family Law Facilitator

Under the general direction of the Supervising Judge of the Superior Court – Civil Division, pursuant to Family Code Section 10000 et seq. which defines the Family Law Facilitator Program, contractor provide attorney services in the Family Law Facilitator office, including but not limited to the following services:

Provide direct services to clients referred by the Court or seeking assistance, including:

- A. Meeting with litigants to mediate issues of child support, spousal support, and maintenance of health insurance.
- B. Preparing support schedules based on statutory guidelines accessed through existing up-to-date computer technology.
- C. Assist litigants with the drafting of stipulations to include all issues agreed to by the parties.
- D. Preparing formal orders consistent with the Court's announced order in cases where both parties are unrepresented.
- E. Assisting the Court with research, providing information and directions to clients and any other responsibilities which will enable the Court to be responsive to the litigants needs and enable them to gain meaningful access to Family Court.
- F. Contractor is to inform and assist users of the facilitator's office and is not to advocate for or represent any party in their proceedings before the Court.

Non AB 1058 Services for Self Represented Litigants

- A. Review and comply with the "Guidelines for Self Help Centers" published by the Administrative Office of the Courts.
- B. Provide assistance to self represented litigants in family law, guardianships, name changes, civil harassment restraining orders, modifications of domestic violence restraining orders, small claims, limited civil cases and residential evictions.
- C. Assist self represented litigants in the above case types to draft pleadings and fee waivers applications, review documents, hearing preparation, draft orders after hearing and stipulations and provide procedural information.

General

- A. Provide information to Self-Help Center staff on legal issues or questions that arise.
- B. As time and resources permit, work with community groups and other legal service organizations to develop, train, and coordinate a volunteer component to provide services listed above.
- C. From time to time upon request, prepare information or reports to the Supervising Judge or Court Executive Officer which include a summary of project activity, number of clients served, types of services rendered, and any other information required by the Court.

- D. Meet with Court officials, community-based legal service organizations, and others to assess the need for and identify services that will assist the Court in resolving child and spousal support disputes, and improve access to the Court for financially disadvantaged litigants.

Educational Requirements

- A. Must be an attorney licensed to practice law in the State of California.
- B. Desirable experience includes: Five years of relevant experience. Experience in family law is highly desirable. Training or experience in small claims, alternative dispute resolution, residential evictions, and other limited civil case types.
- C. Must meet the training requirements established in California Rule of Court 3.2120.
- D. Must comply with any other California Rule of Court, or state or federal law applicable to the positions of Family Law Facilitator, Small Claims Advisor and Self-Help Attorney.